

STATE OF COLORADO

GOVERNOR'S ENERGY OFFICE

1580 Logan Street, Suite 100
Denver, CO 80203-1625
Phone: (303) 866-2100
1-800-632-6662
Fax: (303) 866-2930
geo@state.co.us
www.colorado.gov/energy



Bill Ritter, Jr.
Governor

Tom Plant
Director

Dear Applicants,

It is important to read this Request for Applications (RFA) application completely prior to responding. All previous grant winners have been awarded due to their understanding of the requirements articulated within this RFA.

Thank you for your interest in the Governor's Energy Office RFA. Governor Ritter salutes the many companies and organizations that are engaged in advancing the New Energy Economy and establishing Colorado as a national leader in innovation and implementation of energy efficiency and renewable energy.

We understand that you spend many days putting together a grant request; however failure to follow guidelines will lead to disqualification. We must maintain a level playing field and these requirements are essential to ensure a fair process for all. So please pay attention to the grant guidelines.

We acknowledge that you fully expect your project to win the competitive process for an ARRA grant. We expect you wouldn't bother to submit an application otherwise. If previous grant cycles are any indication, we will receive far more applications than we can fund. Effectively conveying the reasons you believe your project is superior will require effort. In the last round of the **NEED** RFA, we received 219 applications, we funded 14. It should be understood that this process is very competitive and only well thought out applications that meet the guidelines contained in each RFA should be submitted. The Boards of Cooperative Educational Services Energy Manager has \$430,000.00 available for funding.

You should be intimately familiar with the different aspects of your grant, understand the terms, effectively communicate them and demonstrate your passion and commitment to the project. In an effort to improve your ability to accomplish these goals in what can be a fairly dry process, we are introducing a new feature of this round of NEED grants – the ability to submit up to a 4 minute video to accompany your application. Details on submission contained in the RFA.

Some mandatory requirements for this RFA submission are as follows:

- All RFA submissions must be received grants@state.co.us by 5:00pm on March 5th, 2010. The GEO is not responsible for technical or submission issues at the time of submission. If the GEO inbox has a timestamp of 5:01pm or after the submission is automatically disqualified from review. All Attachments are required using GEO provided templates unless otherwise stated.
- You must provide a detailed project budget which details the budget of the grant funding request within this application.

- You must provide projected timeline/milestones for the project that begins with the listed start date.
- ARRA funding requires that all sub-contracted work be bid competitively. You must provide justification of a competitive process if this step has been completed before the grant submission deadline.

Upon a grant award the GEO has the right to request any additional information or documentation for contracting purposes. Any entity that does not provide such information or documentation within 30 days of grant award will automatically be disqualified from grant funding.

Once again, thank you for your participation in the New Energy Economy and your commitment to a sustainable future for Colorado.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom Plant", with a stylized flourish at the end.

Tom Plant
Director, Governor's Energy Office

American Recovery and Reinvestment Act

Boards of Cooperative Educational Services Energy Manager

GUIDELINES AND REQUEST FOR APPLICATIONS (RFA)

Application must be submitted electronically and received by:
March 5, 2010 at 5:00 p.m.



February 2010

THE GOVERNOR'S ENERGY OFFICE
1580 Logan Street, Suite 100
Denver, CO 80203

www.colorado.gov/energy/recovery

Governor's Energy Office energy efficiency and renewable energy updates

<http://www.colorado.gov/recovery/>

Colorado's American Recovery & Reinvestment Act updates –all programs

www.recovery.gov

White House recovery website

**Governor's Energy Office
American Recovery and Reinvestment Act
BOCES Energy Manager
Table of Contents**

- I. Grant Background Information**
 - A. ARRA-BOCES Energy Manager**
 - B. ARRA-Goals**
- II. Administrative Information**
 - A. ARRA Specific Requirements**
 - B. Proprietary/Confidential Information**
 - C. Organizational Conflict of Interest-Requirements of this Application and Subsequent Contract**
 - D. RFA Response Material Ownership**
 - E. Doing Business in Colorado**
 - F. Binding Offer**
 - G. Model Contract**
 - H. News Releases**
 - I. Disclaimer**
 - J. Inquiries**
- III. NEED Application**
 - A. General Objective**
 - B. Prohibition of Use of Funds**
 - C. NEPA Guidelines/Procedures**
- IV. Response Format & Application Requirements**
 - A. General Instructions**
 - B. Application Response Requirements**
 - C. Application Submission**
- V. Evaluation**
 - A. Evaluation Team**
 - B. Scoring Process & Scale**
 - C. Decisions**
- VI. Awarded Applicant Reporting and Payment Procedures**
 - A. Reporting**
 - B. Payments**

Attachments:

Attachment A-Application Summary Sheet (Excel format provided by the GEO is required with application submission) - NOTE, this must be signed by a person legally authorized to bind the applicant to the application.

Attachment B-Business Certification-Required (PDF format provided by the GEO is required with the application submission).

Appendices:

Appendix #1- State of Colorado Supplemental Provisions for Contracts and Grants using Funds Provided under the American Recovery and Reinvestment Act of 2009 (ARRA Funds)-Please Review

Appendix #2 – Solicitation Terms for ARRA Acquisitions

Appendix #3- State of Colorado Model Contract-Please Review

I. Grant Background Information

A. ARRA – BOCES Energy Manager

The American Recovery and Reinvestment Act (ARRA) presents an extraordinary opportunity to strengthen Colorado's New Energy Economy and will create new green jobs across the state. With this opportunity also comes a need for additional oversight to ensure these funds are invested effectively, efficiently, wisely, and with an unprecedented level of transparency and accountability. The Governor's Energy Office (GEO) will work diligently to honor this responsibility to the taxpayers and the public. The GEO will use recovery dollars to eliminate barriers to energy efficiency and renewables (EE/RE) for school districts. Part of this effort includes supporting Colorado Boards of Cooperative Educational Services (BOCES) through these BOCES Energy Manager grants.

BOCES are the only entities eligible to receive a grant under this program. BOCES services are those needed by children, their families, and school personnel, which can be more efficiently provided across school districts. These grants will advance energy efficiency and renewable energy for K-12 schools through funding BOCES Energy Managers in the state of Colorado. Under the GEO's stewardship, part of the ARRA funds will be used to create Energy Management jobs in CO to monitor energy use and reduce carbon emissions. Four hundred and thirty thousand dollars (\$430,000) is available for these competitive grants.

The Energy Manager Position qualifications are described below, but will need to be tailored to the needs and circumstances of the grant recipients. These qualifications include, but are not limited to:

- Willingness to attend Energy Management Education (having already taken coursework or having passed the Certified Energy Manager (CEM) exam is preferable)
- Years of experience in HVAC or energy related field including experience in the construction process(5 years or more preferable)
- Years of experience in educational buildings and with facilities and administrative staff (5 years or more preferable)
- Proficiency with computers and internet use along with MS Excel and MS Word
- Valid driver's license

- Demonstration of good communication and analytical skills (Four year degree preferable)

This application attempts to gather all the necessary information required for BOCES selection. If, at any time, the GEO determines that additional information is required, it has the ability to reissue an application, at any time necessary.

C. ARRA – Goals

The goals of the ARRA Act include the following:

1. To preserve and create jobs and promote economic recovery.
2. To assist those most impacted by the recession.
3. To provide investments needed to increase economic efficiency by spurring technological advances in science and health.
4. To invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits.
5. To stabilize State and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases.

Organizations are to manage and expend ARRA funds so as to achieve these goals, including commencing expenditures and activities as quickly as possible, consistent with prudent management. Contract planning, evaluation, and award must align with these goals.

Colorado has been selected as one of sixteen core states which will be monitored and audited over the next three years to provide an analysis of the use of funds under the ARRA.

II. Administrative Information

A. ARRA Specific Requirements

NOTE: This note is provided to remind Applicants of existing federal guidance and is to assist when receiving and/or awarding contracts/subcontracts using funds made available under the American Recovery and Reinvestment Act of 2009, Pub L. 111-5 (ARRA or the Act). It is the responsibility of Awarded Applicants to ensure compliance with all ARRA regulations and requirements imposed by the acceptance of this grant. The **Appendix #1, State of Colorado Supplemental Provisions for Contracts and Grants using Funds Provided under the American Recovery and Reinvestment Act of 2009 (ARRA) Funds and Solicitation Terms for ARRA Acquisitions, Appendix #2**, provides contract requirements specifically for this grant. In addition to the ARRA requirements, DOE grant specific requirements may be incorporated into contract.

Awarded Applicants will be required to obtain a DUNS number (or updating the existing DUNS record), and register with the Central Contractor Registration (CCR).

Each Grantee awarded funds made available under the Recovery Act shall promptly refer to an appropriate inspector general any credible evidence that a principal, employee, agent, contractor, sub-grantee, subcontractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving those funds.

B. Proprietary/Confidential Information

Any restrictions of the use of or inspection of material contained within the application shall be clearly stated in the application itself. Written requests by the Applicant for confidentiality shall be submitted to the GEO in advance of the application submission deadline. Please allocate sufficient time prior to the application submission deadline to allow for a response by the GEO. The Applicant must state specifically what elements of the application are to be considered confidential/proprietary and must state the statutory basis for the request under Public (open) Records Act. (Section 24-72-201 et. seq., C.R.S.).

Confidential/Proprietary information must be readily identified, marked and separated/packaged from the rest of the application. Co-mingling of confidential/proprietary and other information is not acceptable. Neither an application, in its entirety, nor application price information will be considered confidential and proprietary. Any information that will be included in any resulting contract cannot be considered confidential. The GEO will make a written determination as to the apparent validity of any written request for confidentiality. In the event the GEO does not concur with the Applicant's request for confidentiality, the written determination will be sent to the Applicant. Ref. Section 24-72-201 et. seq., C.R.S., as amended, Public (open) Records Act.

C. Organizational Conflict of Interest- Requirements of this Application and Subsequent Contract

Any business entity or person is prohibited from being awarded a contract if the business entity or person has an "Organizational Conflict of Interest" with regard to this solicitation and the resulting contract.

No person or business entity who was engaged by the State to prepare the original grant application or has access prior to the solicitation, to sensitive information related to this procurement process, including, but not limited to requirements, statements of work, or evaluation criteria, will be eligible to directly or indirectly submit or participate in the submission of an application for this grant solicitation. The State considers such engagement or access to be an Organizational Conflict of Interest, which would cause such business entity or person to have an unfair competitive advantage.

If the State determines that an Organizational Conflict of Interest exists, the State, at its discretion, may cancel the contract award. In the event the Awarded Applicant was aware of an Organizational Conflict of Interest prior to the award of the contract and did not disclose the conflict to the procuring agency, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed by subcontractors in connection with the performance of the contract, with the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

D. RFA Response Material Ownership

The State has the right to retain Applicants original applications and other RFA response materials for its files. As such, the State may retain or dispose of all copies as is lawfully deemed appropriate. Application materials may be reviewed by any person after the "Notice of Intent to Make an Award" letter(s) has/have been issued, subject to the terms of Section 24-72-201 et seq., C.R.S., as amended, Public (open) Records. The State has the right to use any or all information/material presented in reply to the RFA, subject to limitations outlined in the clause, Proprietary/Confidential Information. Offeror

expressly agrees that the State may use the materials for all lawful State purposes, including the right to reproduce copies of the material submitted for purposes of evaluation, and to make the information available to the public in accordance with the provisions of the Public (Open) Records Act.

E. Doing Business in Colorado

A Vendor wanting to do business in Colorado must register with the Colorado Secretary of State in accordance with Colorado Revised Statute (CRS) 7-90-801. This is the link for the Colorado Secretary of State's Web site: <http://www.sos.state.co.us>. (Recommend going to the "Business Center" section, then opening the "Business Home" page, under the "General Information" section review the FAQs.) A copy of the business entity's Articles of Incorporation and/or Bylaws may be requested by the State.

F. Binding Offer

An application submitted in response to this RFA shall constitute a binding offer. Acknowledgment of this condition shall be indicated by the signature on the Application Summary Sheet (**Attachment A-GEO provided document**) of the Applicant or an officer of the Applicant legally authorized to execute contractual obligations. By submitting an application the Applicant affirms its acceptance of the terms and requirements of this RFA, including its attachments and appendices, without exception, deletion, or qualification - and without making its offer contingent. The Applicant further agrees to cooperate with GEO and expedite the contracting process upon notice of award.

G. Model Contract with Solicitation Terms for ARRA Acquisitions and ARRA Supplemental Provisions

Except as modified, the Model Contract (**Appendix #3**), **State of Colorado Supplemental Provisions for Contracts and Grants Using Funds Provided under the American Recovery and Reinvestment Act of 2009 (Appendix #1)**, and the **Solicitation Terms for ARRA Acquisitions (Appendix #2)** included in this RFA shall govern this procurement and are hereby incorporated by reference. Please note this Model Contract lists the State's required legal provisions but does not include the specific scope of work and requirements for this RFA.

The Applicant is expected to review the attached Model Contract, all terms and conditions as well as all supplemental provisions and note exceptions. Applicants agreeing to abide by the requirements of the RFA are also agreeing to abide by the terms of the Model Contract. Unless the Applicant notes exceptions in its application, the conditions of the Model Contract will govern.

While it may be possible to negotiate some of the wording in the final contract, there are many provisions, such as those contained in the State Special Provisions, which cannot be changed. Applicants are cautioned that the State believes modifications to the standard provisions, terms and conditions, and the State Special Provisions constitute increased risk to the State and increased costs. Therefore, the scope of requested exceptions is considered in the evaluation of applications. The State's

This guidance is provided to remind Applicants of existing federal guidance and is to assist when receiving and/or awarding contracts/subcontracts using funds made available under the American Recovery and Reinvestment Act of 2009, Pub.L.111-5 (ARRA or the Act). It is the responsibility of the Awarded Applicant to ensure compliance with all ARRA regulations and requirements imposed by the acceptance of this project. The **Appendix #2, State of Colorado Supplemental Provisions for Contracts and Grants Using Funds Provided under the American Recovery and Reinvestment Act of 2009 (ARRA Funds)**, provides specific requirements specifically for this grant.

H. News Releases

News releases pertaining to resulting awards from this RFA shall NOT be made prior to the execution of the contract without prior written approval of the State.

I. Disclaimer

All statistical and fiscal information contained within this RFA, and any amendments and modifications thereto, reflect the best and most accurate information available to the GEO at the time of the RFA preparation. No inaccuracies in such data shall constitute a basis for legal recovery of damages or protests, either real or punitive, except to the extent that any such inaccuracy was result of intentional misrepresentation by the GEO.

J. Inquiries

All questions regarding the application or the grant criteria shall be submitted to the following email grants@state.co.us by February 10th 2010 at 1pm. Responses will be posted on the GEO website by February 17th however, the GEO will be unable to answer any questions pertaining to individual position proposals. Applicants shall not rely on any other statements, either written or oral, that alter any specification or other term or condition of this application during the open solicitation period. Applicants shall not contact GEO staff or any other state office or individual regarding this application.

III. BOCES Energy Manager Application

A. General Objective

For the competitive BOCES Energy Manager application process, the GEO will consider funding requests for the following purpose:

- Hiring of an Energy Manager to serve the BOCES member districts through conducting energy analysis and implementation of energy tracking processes. This position will lead to increased energy awareness in districts and schools across the BOCES as an important first step toward managing their energy usage, which demonstrates an excellent leveraging of GEO ARRA funds. It is mandatory that funded BOCES have signed contracts for the position before the end of June, 2010 to ensure that funds are dispersed on schedule with ARRA funding deadlines.

B. Prohibition on Use of Funds

According to the U.S. Department of Energy (DOE), ARRA SEP funds can NOT be used for the following:

- For construction, such as construction of mass transit systems and exclusive bus lanes, or for the construction or repair of buildings or structures,
- To purchase land, a building or structure or any interest therein,
- To subsidize fares for public transportation,
- To subsidize utility rate demonstrations or state tax credits for energy conservation or renewable energy measures, or
- To purchase equipment, conduct research, or engage in development or demonstration of energy efficiency or renewable energy techniques and technologies not commercially available;
- The following projects are specifically noted under ARRA Section 1604: casino or other gambling establishments, aquariums, zoos, golf courses, or swimming pools. Project applications for all or part of one of these categories shall be denied.

C. National Environmental Policy Act (NEPA) Implementing Procedures

NEPA is a Federal law that serves as the Nation's basic charter for environmental protection. It requires that all Federal agencies consider the potential environmental impacts of their proposed actions. NEPA promotes better agency decision-making by ensuring that high quality environmental information is available to agency officials and the public before the agency decides whether and how to undertake a major Federal action. NEPA compliance is a part of the GEO's decision-making process for the types of projects and activities funded by the ARRA. Awarded Applicants will be responsible for complying with all NEPA Implementing Procedures, as well as the Historic Preservation Act, and others.

Specifically, only projects that are categorically excluded will be eligible for NEED grant funding such as the following:

- For Renewable Energy Projects, projects under 230 kV may be directly funded. For projects over 230 kV, only technical assistance may be provided versus direct project funding.
- For Energy Efficiency projects, modifications to buildings that comply with [10 CFR Ch. X \(1-1-08 Edition\) Pursuant Pt. 1021, Subpart D, Appendix B \(specifically sections B1.3 & 4\)](#) are eligible for funding.

DOE's NEPA regulation lists classes of actions that normally do not require NEPA review because, individually or cumulatively, they do not have the potential for significant environmental impacts. Examples are information gathering activities, certain energy conservation measures, bench-scale research, and some pilot and demonstration projects. The complete list of DOE categorical exclusions is contained in [Appendices A and B to Subpart D of DOE's NEPA regulations \(10 CFR Part 1021\)](#). In all instances National Historic Preservation Act rules shall be followed, and waste materials shall be handled properly and Awarded Applicants will be required to validate proper disposal of waste materials. Any project that could potentially trigger extended environmental reviews may not be considered for GEO funding. The GEO reserves the right to make any applicant's application for grant funding ineligible due to NEPA approval concern.

IV. Response Format & Application Requirements

A. General Instructions

This application, **excluding the required forms and attachments**, shall not exceed five (5) consecutively numbered (bottom center), 8.5x11-inch pages of single-spaced, standard 11-point type with 1-inch margins. NO hard copy applications will be received, but must be sent to grants@state.co.us.

B. Application Response Requirements

Applicants shall include the following information about the proposed position:

Position Abstract

Provide a brief description of the role of the Energy Manager for which funding is being requested and clearly states how this position will help meet the goals and objectives of the

BOCES Energy Manager grant program. The abstract should be no more than 125 words. Please keep this paragraph free of any proprietary information.

Position Narrative

Provide a background and narrative that demonstrates, with specificity, a thorough explanation of how this position will contribute to energy management for member districts. Each applicant must note the number of member districts and schools served by the BOCES. Provide details of existing personnel at the BOCES and member districts willing to provide support to the Energy Manager position. Furthermore, applicants must describe the needs and energy concerns of some (or all) member districts. The applicant will further demonstrate the need for energy management in member districts through signed letters of support from member districts for the applicant BOCES. ***Note: Letters of support from member districts are required, and should be included as an attachment to this application. Letters of support will NOT be included in the 5 page limit for the application.***

Provide a plan to fill the Energy Manager position along with a timeline (including milestones) to ensure that the position is under contract before the end of June 2010. Though dates are subject to change, the applicant shall build this timeline based upon a GEO grant award date of April 2nd, 2010. Describe which resources the BOCES will use to locate qualified candidates and/or any potential candidates currently under consideration. A chart (Gantt or similar) should be used to describe timeframes and milestones for placing the position under contract. Applicants may begin searching for qualified personnel before awards are distributed, but must be aware that no GEO funds are committed until contracts have been signed by awardees. If the BOCES has potential candidates in mind they shall provide resumes for such applicants as an attachment to the application. ***Note: Resumes of potential candidates will NOT be included in the 5 page limit for the application.***

Through this funding opportunity the GEO hopes to establish an Energy Manager position that continues beyond the funding period. Since it is difficult for an applicant to commit to sustaining the position outright, the GEO would like each applicant to at least consider the possibility of sustaining the position and list some criteria to determine whether it is feasible. Describe the criteria which the BOCES plans to use to determine position sustainability at the end of the 1 year of ARRA funding. Provide details regarding the BOCES willingness to leverage district energy savings to fund the position past 1 year.

Energy Manager Tasks

Describe the role of an Energy Manager in the applicant BOCES using the following required and optional categories. These tasks will be included in the contract. Tasks should identify core areas of work and the percentage of the Energy Manager's time to be spent on each. Percentages are based upon a 40 hour work week. If the applicant BOCES feels this position requires less than 40 hours each week the percentages should change accordingly to ensure the required tasks are covered.

- Required – These tasks are mandatory for the Energy Manager position and must follow the percentage time allocated to each task as stated:
 - Utility Tracking (20%)
 - Gathering of utility data from supportive member districts to establish baseline annual utility costs.

- Working with district and school facilities managers to begin tracking energy usage
 - Energy Use Analysis (20%)
 - Energy Benchmarking through tools approved by the GEO
 - Identification of operations where large quantities of energy are wasted
 - Diagnosis of gross billing errors or major equipment problems
 - Energy Education (5%)
 - Maintenance and Facilities personnel
 - Administrators
 - Teachers
 - Students
 - Monthly reporting to the GEO (3%)
 - Active Membership in CASDEM (2%)
- Optional –
 - Additional Energy Education for a specific group:
 - Maintenance and Facilities personnel
 - Administrators
 - Teachers
 - Students
 - Creation of energy policy statements for each district
 - Establishing Energy Management Teams at each district
 - Generation of energy conservation guidelines
 - Dissemination of Low or No Cost energy saving measures to all districts
 - Monitoring of Solid Waste Programs
 - Research of funding opportunities and grant applications
 - Certification of ENERGY STAR Buildings
 - *BOCES may add any categories they feel necessary*

Budget Narrative

Provide a budget narrative that describes how the budget costs are determined and how they relate to the position. The annual salary for one full-time (40 hours per week) Energy Manager is expected to ensure that candidates with appropriate experience fill the position. Indicate any existing equipment that is available to ensure the success of the position. Include any other funding sources that will be used to fund this position.

Provide an itemized spreadsheet of all position costs, including, but not limited to, personnel, showing budgeted hours and rates, materials, supplies, travel, etc. Travel costs should be limited to those that are directly essential to accomplishing the stated goals of this position. **Note:** *Please refer to Section (d) of Appendix 1 as it pertains to specific Wage Rate Requirements.*

For Example;

Position Cost		Position Funding	
Position Salary (hourly rate, # of hours per week, # of weeks per year)	\$40,000	GEO Grant- (pending award)	\$48,000
Travel Expenses (# of miles, # of overnight stays, # of per-diems)	\$7,500	Other Grants - (pending award)	\$1,000
Supplies and Computer (state whether purchased or existing)	\$0	Other funding streams	\$500
Position Training (state whether the position will attend CEM or other trainings)	\$2,000		
Position Benefits (state whether covered in salary or not)	\$0		
Total Position Cost	\$49,500	Total Position Funding	\$49,500

Required Forms and Attachments

These documents are not included in the five (5) page application limit, but are required as noted:

Attachment A - application summary sheet (submitted in the Excel format provided by the GEO) – NOTE, this must be signed by a person legally authorized to bind the applicant to the proposal-required for all applications.

Attachment B - Business Certification-Required (PDF format provided by the GEO is required with the application submission).

C. Application Submission

Applications must be received by 5:00 p.m. (MST) on March 5th, 2010. The GEO is not responsible for technical or transmittal issues when submitting a grant application. **ALL** applications with a GEO inbox timestamp of 5:01 p.m. or after will automatically be disqualified from the grant review process **NO EXCEPTIONS.**

Only electronic applications will be accepted. Hard copy applications will not be accepted. Please e-mail your application to grants@state.co.us Subject: "BOCES Energy Manager Application – ENTITY NAME." The GEO requests that all materials be included as attachments to one email, however if your documents are too large to send in one email, you may send multiple emails. If you must do this, please use the same email subject each time to assist with processing your materials efficiently.

Applicants will receive an e-mail auto-response notification of the receipt of their application immediately upon submission.

The application, **excluding Attachments A and B** and shall not exceed five (5) consecutively numbered (bottom center), 8.5x11-inch pages of single-spaced, standard 11-point type with 1-inch margins and be submitted as a single electronic document, in either Adobe PDF or Microsoft Word format. **Attachment A must be submitted using the Excel Spread sheets provided in this RFA.**

Incomplete applications or applications received after the deadline will be disqualified and will not be considered for funding.

Please note that the GEO provided formats of attachments A and B are required for all applications.

V. Evaluation and Award Selection Process

A. Evaluation Team

All applications will be reviewed by an Evaluation Team comprised of GEO staff, representatives from the Office of Economic Development & International Trade (OEDIT) and other evaluators as appropriate. Applicants will be notified when/if additional information, documentation or personal interviews with project principals are required. All information required to complete the application for funding is provided herein. Any additional information or inquiries pertaining to RFA submissions, including email and phone calls, will not be considered during the selection process.

When considering projects for funding, the Evaluation Team will weigh a number of factors, including but not limited to:

- The technical merits of the project/project viability involves maturity of technology used in project application and project viability involves feasibility of tasks, budget, timeline and resource capabilities;
- Funds leveraged and comparison of measurable merits. Funds leveraged relates to the composition of current funding sources as compared to the amount of grant request. Measurable merits relates to CO2 reduction from project and net energy expenditures;
- Geographic/market diversity favors projects that impact geographic areas, technology, and agencies that are not typical for grantee applications (some examples would be a project for a remote school district, or a non-profit agency);
- The quantity and quality of jobs created by the project.

B. Scoring Process & Scale

When considering projects for funding, reviewers will score applications in the following categories. Each category is worth 25 points. A total of 75 points per application is possible.

- **Project Development** - When considering the development of the project, take into account, project narrative, staff project management experience, qualifications and facilities requirements, project tasks, and project milestones.

1 point – 5 points = This project is not developed. The technology is not proven at a commercial level. There is no sound plan for implementation.

6 points -10 points = This project's development is questionable. The project may have been partly developed but is not feasible based on the present implementation plan. The implementation plan is vague or missing key elements.

11 points -15 points = This project has a reasonable level of development, and the installation has a chance of being successful. Technology is proven, and the implementation plan is primarily thought out.

16 points – 20 points = This project is well developed and implementation will most likely be successful. The plan is well thought out and is realistic.

21 points – 25 points = This project is completely developed and will most likely be successful. All key elements of the implementation plan have been carefully thought out, organized and planned. Obstacles to completion have been identified and a plan to address them has been created.

- **Funds Leveraged** - Considers the quantity and quality of the jobs to be created and the overall energy and emission reduction (as provided in **Attachment A**) as well as the legitimacy of these reductions estimated as explained in the project impact narrative.

1 point – 5 points = This project has no additional funding sources leveraged or committed to this project (10-20%). Energy and emission reduction estimates are not realistic or absent.

6 points -10 points = Leveraged funds for this project are questionable or insufficient (20-30%). Energy and emission reduction estimates are poorly estimated and justified.

11 points -15 points = Leveraged funds for this project reasonable. Funds provided by the GEO will account for a large percentage of the project funding, commitment from other partners has been identified (30-50%). Energy and emission reduction estimates are reasonable but poorly justified or explained.

16 points – 20 points = Leveraged funds for this project are substantial. Funds provided by the GEO account for a small percentage of the project funding (50-75%). Energy and emission reduction estimates are reasonable and well justified or explained.

21 points – 25 points = Committed partners will provide the majority of funding and are heavily invested in the project (75% and above). Energy and emission reduction estimates are reasonable and well justified or explained, and guarantee of savings are provided. All available funding incentives are being leveraged.

- **Geographical/Market Diversity** – This grant will provide funding to a diversity of technologies installed throughout the state and effecting several markets.

1 point- 5 points = This project is in a region/market where RE/EE projects are prominent. This project will not bring additional markets. The project has no local, regional or state impact if developed.

6 points-10 points =The project is designed for a region/market where similar RE/EE projects reside and/or this project is similar to other projects in the region.

11 points-15 points =The project will be installed in a region/market of the state where RE/EE projects are not prominent. Project may impact local, regional and state markets.

16 points-20 points =The project will diversify RE/EE in the local community. This project will help transform the local, regional and state market.

21 points-25 points = Project is “one of a kind” for the region/market and will be considered “showcase” for the community. Project has the potential to spur new markets/technology in the region/market.

C. Decisions

Additional financial information may be requested by the GEO from applicants prior to final award determination.

Funding is limited. Applications meeting all of the program’s general policy guidelines may not necessarily receive an award.

The GEO reserves the right to delay any decision due to budgetary constraints.

The GEO reserves the right to vary from the criteria as necessary or appropriate based on guidelines given by Department of Energy.

Funding decisions are anticipated to be made on or near the 1st week of May, 2010 and applicants will be notified of the Selection Committee’s determinations via email.

Funding decisions are final. Funds awarded are based on a competitive process where applications are weighed against other applications. **Changes to an Awarded Applicant’s scope of work after NEED funds are awarded will not be allowed and may result in the nullification of the award.**

VI. Awarded Applicant Reporting and Payment Procedures

A. Reporting

All funding awards are conditioned upon veracity of information provided by the applicant and will require significant accountability and reporting. The following reporting requirements will be included in the GEO's Contract with Awarded Applicant (Grantee):

Unless otherwise provided in the Contract, the Grantee shall be responsible for the following reporting requirements. Such written analysis shall be in accordance with the procedures developed and prescribed by the State. Required reports shall be submitted to the GEO not later than the end of each calendar month, or at such time as otherwise specified. The preparation of reports in a timely manner shall be the responsibility of Grantee and failure to comply may result in the delay of payment of funds and/or termination of the Grant.

A.1 Monthly Progress Reports

Grantee shall submit, on a monthly basis, a written progress report analyzing the performance under this Grant. The report shall refer to the status of work to be performed pursuant to this Grant and shall include a description of the deliverables and tasks completed during the reporting period. The report shall contain all associated DOE project metrics as identified by the GEO. In addition, the report shall include a description of any findings or results, any unanticipated outcomes or roadblocks encountered, and any potential future applications of project results. The report shall indicate clearly whether work is proceeding according to schedule, ahead of schedule or behind schedule. If the work is behind schedule, the report shall include a summary of the reasons for the delay and a plan of action to bring the project back on schedule, which shall be subject to review and approval by the GEO prior to implementation.

A.2 Monthly Financial Status Reports

The Monthly Progress Report shall contain a Financial Status Report summarizing expenditures for federal funds and non-federal cost-share on a form to be provided to the Grantee by the GEO. Expenditures shall be shown for each line item on a month-by-month basis.

A.3 Final Reports

Grantee shall produce and submit to the GEO Program Manager a Final Financial Status Report and a Final Narrative Progress Report of the project that shall provide a technical accounting of the total work performed, and shall contain a comprehensive description of the work tasks specified herein, the results achieved, documenting the success/lessons learned/technology transfer of the project and shall include a financial status summary summarizing expenditures for federal funds and non-federal cost-share. The final report shall include a one page summarization of jobs created, jobs retained, economic impacts and environmental impacts of the project as well as any assumptions used to determine that information. Specific required reporting related to public information shall be included as part of this final report. This information will be used by the GEO's communications team to inform the public of project results via various strategies including press releases, case studies and on the GEO Web site. Please use this as an opportunity to document your achievements through the Project's work. Include the following:

- a. Project summary narrative: This should summarize the project achievements in no more than two paragraphs. Include, at minimum, the needs that the project addressed, what the goals were, whether or not those goals were achieved, what audience the project served, and how much the project cost in total including how much of that was GEO funding. Include any project specific information that is not covered above.
- b. A summary of quantifiable metrics associated with the project along with a narrative description of the methodology behind those calculations. Depending on the project, this will include ARRA required metrics, such as jobs created/retained or energy saved, or project specific metrics such as number of individuals trained or number of workshops held.
- c. Project constituent testimonials/quotes: This should include press release worthy statements of the project's importance from participants and managers. For example, a school that received funding from solar panels can include a statement from the principal, the building energy manager and a teacher.
- d. Before and after photos if applicable. If the project allows for photos to communicate the work, please include electronic files with the final report. For example, if an inefficient boiler is replaced with a new efficient one, take photos of the old boiler as it is removed, and take photos of the new one when it is installed. If possible, try to get people in the photos.
- e. Include any associated maps, charts, graphs or graphics created as a result of the project.
- f. Include a list of the project's partners, and their logos.
- g. A summary of any communications to AND from the public associated with the project. For example, this could include press releases, advertising, event participation, speaking engagements or newsletters. In addition it should include any surveys results, frequently asked questions or other records of constituent correspondence gathered during the project.
- h. A media relations contact for the funded organization and a media relations contact for the project constituent.

The Final Reports shall be submitted in draft form for GEO's review not later than two weeks prior to the end date of the Grant term, with the final document due within two weeks thereafter.

B. Payments

The following payment procedures will be included in the GEO's Contract with Awarded Applicant (Grantee):

B.1 Billing Procedures

Payments shall be made in accordance with the provisions set forth in the Grant. The State shall pay Grantee the reasonable, allocable, and allowable costs for work performed based on satisfactory progress of the work defined in this Grant. Grantee shall be compensated only for work and services performed by Grantee and accepted by the GEO pursuant to the terms of this Grant. Payment shall also be contingent upon GEO's timely receipt and acceptance of required reports described herein. Grantee shall be reimbursed no more than once a month based on the submission of a Request for

Payment and a Financial Status Report form provided by the GEO providing a detailed account of the amount of costs incurred relating to line items per the project budget. The GEO shall withhold payment of the final ten percent (10%) of the total amount until Grantee has submitted and the GEO has accepted all required narrative and financial progress reports enumerated in this Grant.

B.2 Proportionate Expenditure of Grantee Match

The Grantee shall expend its non-federal match funds proportionately with the federal grant funds. For example, if the federal GEO grant funds have been expended by 25% by the end of the first month, then the Grantee's match funds should also be expended by approximately 25% by the end of the first month. The Grantee's Monthly Financial Reports shall state these percentages.